



Preschool Teacher's Duties and Responsibilities

Professional Qualifications:

- Has a Child Development Worker or Supervisor certification
- has a diploma in early childhood education, preferably a Bachelor of Education degree
- has a current certificate for First Aid and CPR training, or is willing to complete by the time the school year starts
- is able to obtain a criminal record check including a vulnerable sector search, and child welfare check and fill out necessary Bethel Community Church children's ministry applications within 8 weeks of commencement of the program.

Spiritual Qualifications:

- is an active member of a Christian church, preferably Bethel Community Church
- leads a life of faith in Jesus Christ by word and example
- will teach from a Christian perspective and interact with the children as a Christian

Accountability:

- The teacher reports directly to the Director of Early Childhood Ministries
- Since the teacher is a member of the Bethel Community Church staff, confidentiality of all church and preschool matters is required. The teacher, like any other staff member, will be supportive of all staff in the preschool and in the larger community.

Teacher Responsibilities:

1. *Integral Part of Team Ministry* – the teacher is responsible for:
 - a. Cooperation with the Children's Ministry staff and church leadership in promoting the objectives and goals of the preschool and Bethel Community Church with the parents and community.
 - b. Working with the Director of Early Childhood Ministries to champion the role of the preschool in the mission and ministry of Bethel Community Church
2. *Educational* – the teacher is responsible for:
 - a. Planning
 - i. Preparing unit instructional plans, including the major objectives of the curriculum, themes, special events and field trips.
 1. Detailed unit plans including goals, objectives, teaching strategies, resources, etc.



Preschool Teacher Job Description
10 hours per week

- ii. Has daily written lesson plans available
- iii. Meets regularly with classroom aide to communicate and implement plans
- b. Individual and class motivation
 - i. Establishes a trusting relationship with students through exhibiting an accepting, friendly, and caring demeanor.
 - ii. Uses creative, age-appropriate techniques for motivating student interest during instruction and discovery activities.
 - iii. Reinforces good behavior and learning of the students
- c. Instruction
 - i. Relates teaching and activities to the objectives of the Preschool, specifically incorporating Christian content
 - ii. Uses hands-on learning techniques, age-appropriate procedures, and engaging materials for achieving student learning
- d. Evaluating student achievement and needs
 - i. Uses effective procedures to assess student achievement
 - ii. Uses effective diagnostic procedures to identify specific needs
 - iii. Counsels with students individually as needed
 - iv. Interacts and reports to parents regarding children's progress or concerns.
- e. Establishing a positive, safe learning environment with firm, fair classroom management
 - i. Follows the WillowWood Preschool Discipline Policy
 - ii. Is flexible in responding to unusual situations
 - iii. Prepares learning environment (set up of area) and maintains cleanliness of toys and equipment
- f. Keeping records and making reports
 - i. Maintains adequate records of student attendance and achievement
 - ii. Makes oral reports to parents
- 3. *Administrative* – The teacher is responsible for:
 - a. Implementing policies
 - b. Assisting with special school programs, services and projects as assigned.
 - c. Filling out pertinent administrative forms (e.g. time sheets.)
 - d. Other duties relevant to the preschool as assigned.

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